



Chesterfield County  
Planning Department  
Chesterfield, VA 23832  
(804) 748-1050  
tel: (804) 748-1050  
fax: (804) 717-6295  
website:  
www.co.chesterfield.gov/plan

*Planning to sustain,  
build and enhance  
Chesterfield County*

### FOR OFFICE USE ONLY

Rec'd by \_\_\_\_\_ Case No. \_\_\_\_\_  
Date Rec'd \_\_\_\_\_ Fee Amount \_\_\_\_\_  
Time Rec'd \_\_\_\_\_ Receipt No. \_\_\_\_\_  
Reviewed by \_\_\_\_\_ Anticip. Hearing Date \_\_\_\_\_

## SITE PLAN REVIEW APPLICATION

(commercial, industrial, multi-family, office and/or institutional)

### APPLICANT TO COMPLETE THE FOLLOWING INFORMATION IN FULL

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Approx. # feet to nearest intersection: \_\_\_\_\_

Enterprise Zone? Yes \_\_\_\_\_ No \_\_\_\_\_

#### Reviewed and approved by (circle one):

- Director of Planning (A) (Admin. Review)
- Planning Commission (C) (Public Hearing)

#### Project Type (circle one):

- Agricultural (AG)
- Commercial (C)
- Industrial (I)
- Multi-Family (MF)
- Public/Semi-Public (PS)

#### Submittal Type with # of plans required to be submitted for review (circle one):

- Erosion Control (4)
- Development Standards Waiver (8)
- Landscape Plan (2)
- Minor Site Plan (8)
- Schematic (8)
- Site Plan (13)
- Appeal (no plans)
- Site Plan Adjustment (12) Case# \_\_\_\_\_

#### Statistical Summary:

- A) Hotel/motel (Y/N) # of rooms \_\_\_\_\_
- B) Multi-family/condo/mobile home (Y/N)  
# of dwelling units \_\_\_\_\_
- C) Maximum building height in feet \_\_\_\_\_
- D) Number of floors \_\_\_\_\_
- E) Number of buildings \_\_\_\_\_
- F) Total gross bldg. sq. ft. \_\_\_\_\_
- G) Public water (Yes / No)
- H) Public sewer (Yes / No)
- I) Total site acreage \_\_\_\_\_
- J) Total disturbed acreage (base fee on this  
amount \_\_\_\_\_)

#### List all related zoning cases & attach copies of all approved minutes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### APPLICANT INFORMATION

If applicant or others associated with project are not already registered with the planning department, please complete applicant registration form. Previously registered information must be verified for accuracy.

Applicant One \_\_\_\_\_  
(Owner and/or Developer)  
Applicant Two \_\_\_\_\_  
(Co-Applicant)  
Agent One \_\_\_\_\_  
(Site Design Consultant)  
Agent Two \_\_\_\_\_  
(Attorney or other)

Regist. No. \_\_\_\_\_  
Regist. No. \_\_\_\_\_  
Regist. No. \_\_\_\_\_  
Regist. No. \_\_\_\_\_

## SUBJECT PARCEL INFORMATION

This data can be obtained from the Planning Department.

Tel (804)748-1050

Fax (804)717-6295

E-mail: [planning@chesterfield.gov](mailto:planning@chesterfield.gov)

Attach a GIS map showing location(s) of subject parcel(s). Contact  
Environmental Engineering at (804)748-1037.

### SHADED AREA FOR OFFICE USE ONLY

GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						

GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						

GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						

GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						

GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						

GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						

GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						

GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						

**CHESTERFIELD COUNTY**  
**APPLICANT REGISTRATION FORM**

Client # \_\_\_\_\_

Registration Code (circle most appropriate one):

01-Individual Applicant  
05-Surveyor

02-Developer  
06-Lawyer

03-Agent  
07-Other

04-Engineer  
08-Landscape Architect

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Individual or Business Name \_\_\_\_\_

Contact Person (if business name listed above) \_\_\_\_\_

Fax Number (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Area Code (\_\_\_\_) Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

Mailing Address (if different from address listed above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

# INVESTIGATION WORKSHEET FOR GRAVES, MEMORIALS AND PLACES OF BURIAL

I have investigated property located at \_\_\_\_\_  
(Street Address)

and described as \_\_\_\_\_ and \_\_\_\_\_ which is  
(Geographic Parcel Identification number) (Tax Map Number)

undergoing either site plan or subdivision review by Chesterfield County and find that:

- \_\_\_\_\_ (a) Graves, objects or structures marking places of burial exist on the property.
- \_\_\_\_\_ (b) Graves, objects or structures marking places of burial do not exist on the property.

This information was verified by:

- \_\_\_\_\_ (a) Deed description
- \_\_\_\_\_ (b) Visual verification
- \_\_\_\_\_ (c) Soil borings
- \_\_\_\_\_ (d) \_\_\_\_\_

Any such feature has been identified on the proposed Site Plan or Subdivision Plan and generally is comprised by the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Phone number: \_\_\_\_\_

The following space is for use by the Historical Society:

Verified by: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_\_

Fax number: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions regarding this form or the level of site investigation required, please telephone the Planning Department at (804) 748-1050/ 717-6295 (fax)

# SITE UTILIZATION SURVEY FORM

CHESTERFIELD COUNTY  
INDUSTRIAL WASTE PRETREATMENT PROGRAM  
DEPARTMENT OF UTILITIES  
P.O. BOX 40  
CHESTERFIELD COUNTY, VIRGINIA 23832



BUSINESS NAME:	_____	ACCOUNT NUMBER:	_____
SERVICE ADDRESS:	_____	SIC CODE #	_____
		(Standard Industrial Classification)	
MAILING ADDRESS:	_____	SIC CODE TITLE/DESCRIPTION/GROUP:	_____
	(City/County) _____	(State) _____	
		PHONE NUMBER: ( ) _____	

## CERTIFICATION STATEMENT

I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND REPRESENTS, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION REQUESTED. I ALSO ACKNOWLEDGE THAT I AM THE MOST QUALIFIED PERSON ON SITE TO ASSESS THE OPERATIONS OF THIS BUSINESS.

_____	_____	_____	_____
SIGNATURE	TITLE	COMPANY NAME	DATE
PRINT or TYPE NAME _____			

QUESTIONS	YES ✓	NO ✓
<b>1. Does the facility utilize Chesterfield County's Sanitary Sewer System?</b> <b>If YES, please answer the following:</b> (Circle which used) Average Estimated Daily Wastewater Discharged _____ Gallons/CCF per day (You may write in the CCF total from your most recent water bill in lieu of gallons per day) Total Number of Employees _____	_____	_____
<b>2. Are hauled waste services utilized at any time of the year?</b> <b>If YES, please check all that apply:</b> Septic Tank _____ Grease Trap _____ Grit Trap _____ Oil/Water Separator _____ Other: (describe) _____	_____	_____
<b>3. Is this facility located in a strip mall or other multi-unit building?</b>	_____	_____
<b>4. Does your business discharge, or have the potential to discharge, a waste product to the sewer system <i>OTHER THAN</i> normal sanitary wastewater?</b>	_____	_____

5. Provide a brief description of the business(es) at this address. Also, list any operations or processes which may be associated with this address.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Please list all chemicals and raw materials that are used/stored at the site:(Attach a list if necessary)

[illegible]

**7. Please check all that apply to the site.**

ALUMINUM FORMING	GLASS MANUFACTURING	PETROLEUM REFINING
ASBESTOS MANUFACTURING	INDUSTRIAL LAUNDERER	PESTICIDE MANUFACTURING
BATTERY MANUFACTURING	INK FORMULATING	PESTICIDE FORMULATING & PACKAGING
BUILDER'S PAPER AND BOARD MILLS	INORGANIC CHEMICALS	PESTICIDE APPLYING, STORAGE, DISTRIBUTION, & SELLING
CARBON BLACK MANUFACTURING	IRON & STEEL	PHARMACEUTICALS
CENTRALIZED WASTE TREATMENT	LEATHER TANNING & FINISHING	PHOTOGRAPHIC PROCESSES
COAL MINING	MACHINERY MANUFACTURING & REBUILDING	PORCELAIN ENAMELING
COASTAL OIL & GAS	METAL FINISHING	PULP, PAPER & PAPERBOARD
COIL COATING	METAL MOLDING & CASTING	RUBBER MANUFACTURING
CAN MAKING	NONFERROUS METALS FORMING	SOAP & DETERGENT MANUFACTURING
COPPER FORMING	NONFERROUS METALS MANUFACTURING	STEAM ELECTRIC
ELECTRICAL & ELECTRONIC COMPONENTS	ONSHORE/STRIPPER OIL AND GAS	TIMBER PRODUCTS
ELECTROPLATING	ORGANIC CHEMICALS, PLASTICS & SYNTHETIC FIBERS	TEXTILES
FERROALLOY MANUFACTURING	PAINT FORMULATING	VEHICLE WASHING
FERTILIZER MANUFACTURING	PAVING AND ROOFING	
<b>NATURE OF BUSINESS</b>		
MANUFACTURING/PROCESS	WAREHOUSE/WHOLESALE DISTRIBUTION	PACKAGING/REPACKAGING
SERVICE RELATED	OFFICES ONLY	RETAIL

**SIZING WATER SERVICE LINES AND METERS**  
**DEPARTMENT OF UTILITIES CHESTERFIELD COUNTY, VIRGINIA**

Fill in all spaces (Print or Type)

Customer \_\_\_\_\_ Address \_\_\_\_\_  
Building Address \_\_\_\_\_ Zip Code \_\_\_\_\_ Type of Occupancy \_\_\_\_\_  
Development Name \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Parcel No. \_\_\_\_\_  
Applicant \_\_\_\_\_ Signature \_\_\_\_\_  
Title/Company \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

I certify that the information on this form is true and correct.

Applicant's Signature \_\_\_\_\_

**PART A**

Fixture	Fixture Value 35 psi	No. of Fixtures	Fixture Value
Bathtub	8	x	_____
Bedpan Washers	10	x	_____
Combination Sink and Tray	3	x	_____
Dental Unit	1	x	_____
Dental Lavatory	2	x	_____
Drinking Fountain - Cooler	1	x	_____
- Public	2	x	_____
Kitchen Sink - 1/2" Connection	3	x	_____
- 3/4" Connection	7	x	_____
Lavatory - 3/8" Connection	2	x	_____
- 1/2" Connection	4	x	_____
Laundry Tray - 1/2" Connection	3	x	_____
- 3/4" Connection	7	x	_____
Shower Head (Shower Only)	4	x	_____
Service Sink - 1/2" Connection	3	x	_____
- 3/4" Connection	7	x	_____
Urinal - Pedestal Flush Valve	35	x	_____
- Wall Flush Valve	12	x	_____
- Trough (2 Ft. Unit)	2	x	_____
Wash Sink (Each Set of Faucets)	4	x	_____
Water Closet - Flush Valve	35	x	_____
- Tank Type	3	x	_____
Dishwasher - 1/2" Connection	5	x	_____
- 3/4" Connection	10	x	_____
Washing Machine - 1/2" Connection	5	x	_____
- 3/4" Connection	12	x	_____
- 1" Connection	25	x	_____
Hose Connection (Wash Down) - 1/2"	6	x	_____
- 3/4"	10	x	_____
Hose (50 Ft. Wash Down) - 1/2"	6	x	_____
- 5/8"	9	x	_____
- 3/4"	12	x	_____

Combined Fixture Value Total = \_\_\_\_\_

\*\*\*\*\* - OR - \*\*\*\*\*

**PART B**

- (1) Domestic Demand (Verification by County Staff - See Conversion Table) = \_\_\_\_\_ gpm  
 (2) Fixed Demand (To include all demands except for domestic & irrigation) = \_\_\_\_\_ gpm  
 (3) Irrigation Demand (From Data Supplied by Site Engineer) = \_\_\_\_\_ gpm  
 (4) Total Demand = \_\_\_\_\_ gpm  
 (5) Meter Size based on Total Demand  
 (Verification by Co. Staff - Use Water Meter Sizing Table) = \_\_\_\_\_

COUNTY USE ONLY Node No. \_\_\_\_\_ Actual Meter Size \_\_\_\_\_ Virtual Meter Size \_\_\_\_\_  
Sized By \_\_\_\_\_ Date \_\_\_\_\_ Sewer \_\_\_\_\_

## MINOR SITE PLAN REVIEW CHECKLIST

### Project Name \_\_\_\_\_

### Site Plan Number \_\_\_\_\_

The following is a list of information Chesterfield County may require to be displayed on a minor site plan in order to approve it for construction. General information sheet # 2 **MUST BE COMPLETE & APPEAR ON THE SITE PLAN.** (Can be "sticky-back" or retyped on plan). If you have any questions telephone the Planning Department at 748-1050.

### PLANNING

Approved \_\_\_\_\_

### FIRE DEPT.

Approved \_\_\_\_\_

1. Display the project name \_\_\_\_\_
2. Display a north arrow \_\_\_\_\_
3. Show location/detail of street address sign \_\_\_\_\_
4. Show a vicinity sketch \_\_\_\_\_
5. Display following notes:
  1. Parking spaces shall be delineated with 4" white lines
  2. Signs over 8 sq. Ft. require a sign permit
  3. All utilities including electrical service must be located underground
6. Provide a plan sheet size no larger than 24 x 36 \_\_\_\_\_
7. Provide the names of adjacent property owners \_\_\_\_\_
8. Show distance \_\_\_\_\_ is setback from property lines. Setback must be N\_\_\_\_, S\_\_\_\_, E\_\_\_\_, W\_\_\_\_
9. Show existing/proposed # of stories \_\_\_\_\_
10. Display length / width of driveways \_\_\_\_\_
11. Proposed use of building / site \_\_\_\_\_
12. Show location of dumpster \_\_\_\_\_
13. Provide detail of dumpster pad & enclosure \_\_\_\_\_
14. Provide pavement design detail \_\_\_\_\_
15. Show \_\_\_\_\_ ft. buffer along \_\_\_\_\_ prop line
16. List typical types of material which will be stored in outdoor storage area \_\_\_\_\_
17. Label existing improvements as existing \_\_\_\_\_
18. Provide landscaping plan \_\_\_\_\_
19. Provide lighting plan/fixture type/fixture orientation/height/locations \_\_\_\_\_
20. Provide bldg elevations, bldg colors, bldg matl's \_\_\_\_\_
21. Provide location / screening of mechanical equipment \_\_\_\_\_
22. Indicate phasing of proposed improvements \_\_\_\_\_
23. Provide detail/location of handicapped parking spaces/signs/ramps \_\_\_\_\_

27. Show location of existing/proposed fire hydrants \_\_\_\_\_
28. Display location of fire lanes/signs/pavement marking \_\_\_\_\_
29. Show location of fire department connection \_\_\_\_\_
30. Show/describe location of water for fire protection \_\_\_\_\_
31. Describe/locate backflow/sprinkler systems \_\_\_\_\_
32. List/provide fire flow calculations \_\_\_\_\_
33. Show location of all fences or obstacles to fire fighting \_\_\_\_\_

### ENVIR. ENGINEERING

Approved \_\_\_\_\_

34. Display finished floor elevation of building \_\_\_\_\_
35. Stipple all pavement \_\_\_\_\_
36. Indicate manner site complies with Chesapeake Bay Act \_\_\_\_\_
37. Show location/detail of erosion control measures/construction entrance/silt fence/inlet protection \_\_\_\_\_
38. Provide drainage area map with contours \_\_\_\_\_
39. Display/describe roof drainage system \_\_\_\_\_
40. Show top of curb elevations \_\_\_\_\_ foot interval
41. Show 100 year flood plain elevations \_\_\_\_\_
42. Show location/deed book/page # of existing drainage easements \_\_\_\_\_
43. Show location/detail of oil-grit separator \_\_\_\_\_

### TRANSPORTATION

Approved \_\_\_\_\_

44. Show existing/proposed access \_\_\_\_\_
45. Show both horizontal & vertical sight distance, profiles, and cross access easements agreements. \_\_\_\_\_
46. Show location utilities/pedestals/poles/transformer within ROW and adjacent to the site. \_\_\_\_\_
47. Provide agreement/commitment to dedicate right of way. \_\_\_\_\_
48. Show existing/proposed road improvements \_\_\_\_\_

### UTILITIES

Approved \_\_\_\_\_

24. Show location/size sewer/water lines \_\_\_\_\_
25. Show location/size of water meter \_\_\_\_\_
26. Complete site utilization form \_\_\_\_\_

(USE BACK FOR ADDITIONAL COMMENTS)



(To be applied as a "sticky back to plans)

**MINOR SITE PLAN DATA**

**GENERAL INFORMATION**

Tax Map and GPIN Parcel #: \_\_\_\_\_

Owner's/developer's Name: \_\_\_\_\_

Owner's/developer's Address: \_\_\_\_\_

Owner's/developer's Phone/fax #: \_\_\_\_\_

Scale: \_\_\_\_\_

Date of Plan: \_\_\_\_\_

Revision # and Date: \_\_\_\_\_

Magisterial District: \_\_\_\_\_

Zoning of Property: \_\_\_\_\_

Proposed use of property: \_\_\_\_\_

Existing/proposed area of building in gross s.f.: \_\_\_\_\_

Street Address of Site: \_\_\_\_\_

Calculation for required number of parking spaces: \_\_\_\_\_

\_\_\_\_\_

Proposed number of parking spaces: \_\_\_\_\_

Chesterfield Site Plan #: \_\_\_\_\_

Parcel Creation Date: \_\_\_\_\_

## WHY IS THERE A MINOR SITE PLAN PROCESS?

The minor site plan process was developed as incentive to encourage small business development and reinvestment in commercial properties. The county hopes that by easing the time and cost of the typical review process owners will be encouraged to make improvements to their properties which will facilitate their business goals and improve the vitality of our community.

## WHICH PROJECTS CAN USE THIS?

- Any project that meets all 10 eligibility requirements for the minor site plan review:

- 1) land disturbance or building addition of 2,500 to 10,000 sq.ft.
- 2) no water /sewer mainline extensions are required
- 3) industrial uses have sufficient independent water supply
- 4) VDOT reviews can be handled by residency staff
- 5) not adjacent to residential occupied property, unless proper notification is provided
- 6) improvements do not require significant access changes, road improvements, or internal circulation changes
- 7) site has existing site improvements
- 8) site improvements require no buffer modifications

- 9) drainage improvements do not require dedication of easements to county
- 10) improvements meet Chesapeake Bay regulations, AND
- Any project approved by site plan team

## WHAT DOES IT COST?

- There is no fee for this process

## HOW LONG DOES IT TAKE?

- One hour in a Wednesday staff/developer meeting
- If revisions required, an additional hour on a subsequent Wednesday

## WHAT IS NEEDED TO APPLY?

- Completed site plan application
- 10 copies of a site plan showing applicable information from the Minor Site Plan checklist

## HOW DOES IT WORK?

- The initial meeting is to review the plan for eligibility and approval
  - If complete, an approval letter and land disturbance permit are issued at the initial meeting
  - If not complete, a checklist showing revisions needed is provided
- The follow up meeting is to review the revised plan for completeness
  - If complete, an approval letter and land disturbance permit are issued at the follow up meeting

- If not complete, the project is disqualified and must be brought through the site plan process and applicant must pay required fees

## WHO TO CONTACT?

- Initial meeting may be arranged through the Planning Department, Administration Building, Room 203, Chesterfield, VA (804) 748-1050

- Specific departments:

Environmental	
Engineering	748-1035
Fire	748-1360
Police	748-1266
Transportation	748-1037
Utilities	748-1271

### Additional Information:

- "Participating in the Site Plan Process"
- "Submitting Site Plans"
- "Obtaining Water and Sewer Plan Approval"
- "Obtaining Road Plan Approval"
- "Obtaining a Land Disturbance Permit"
- "Obtaining a Building Permit"
- Chesterfield County Zoning Ordinance
- Chesterfield County Erosion Control Ordinance

If you would like copies of these brochures, or any other information, please feel free to call the Planning Department

**SUGGESTED STANDARD FORM LETTER TO BE USED FOR MINOR SITE PLANS:**

Note: To be able to use the Minor Site Plan process, you must notify by registered mail, return receipt requested, all property owners of adjacent property zoned R, R-TH, or R-MF or that are occupied by a residence of your Minor Site Plan submittal.

PLACE THE FOLLOWING INFORMATION ON YOUR LETTERHEAD OR CLEARLY IDENTIFY WHO YOU ARE AND WHAT YOUR FIRM OR BUSINESS IS.

Dear Neighbor,

We are interested in (expanding, using, or developing) the (existing business, existing house, or site) located at \_\_\_\_\_ for the purpose of \_\_\_\_\_.

We have submitted a minor site plan to Chesterfield County Planning Department for review and approval. County code provides for a fifteen (15) day public comment period from the date that this certified mail is received. If you have any concerns, please contact Greg Allen with Chesterfield County Planning Department at 748-1072 within this fifteen (15) day period. Please reference the minor site plan titled "\_\_\_\_\_".

Optional additional language:

If you wish to contact us, we can be reached at \_\_\_\_\_.